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## COVER SHEET



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No. 2



# MONTANA



Volume 10, Number 2

P.O. Box 1728

Helena, MT 59624

(406) 444-2741

## Finally!

The newest edition of the Montana Supply/Demand Report is finished and back from the printers. What took so long? Well, there is a new clustering system to break the information into related job areas. The occupational projections have been redone using a base year of 1990 and projecting out to 1997. The Job Service applicants and job openings information has been expanded from 640 entries to around 3,000. The Declining and Growing Occupations charts have been redone. Overall, a long involved project.

In addition to the Supply/Demand Report, the software version (the Montana Occupational Information System) was also updated. Now, users can choose from two versions of this software: the regular version and a new version which will

not send information to the printer. This newest version was in response to several requests from sites which wanted to make the information available but needed to keep costs to a minimum. Users of this version can print information through the "Print Screen" function button on their computers. This should drastically reduce the number of pages printed by error, eliminates the printer lead sheet ejection command contained in the original programming, and allows the printing of the three separate report sections (Supply, Demand, Analysis) on two sheets of paper instead of the customary three.

The bad news is the size of the program. Expanding the Job Service information has dictated the need for three diskettes (5 1/4 inch). This means the program cannot be run from the diskettes alone, but must be copied to the harddisk. If you wish to use the system and do not have the harddisk capacity to copy the program files, please contact our office. We should be able to make a less comprehensive version for you.

The Montana Supply/Demand Report will be mailed out in the next couple of weeks to our Micro-OIS sites, Job Service offices and selected State agencies. Mailouts to others on our mailing list will take a little longer. Users of our Micro-OIS software should receive updated copies in five to six weeks.

The following is an example of the information available in the Micro-OIS system and the Montana Supply/Demand Report. If your school or office is interested in obtaining this software, at no cost, please contact our office at 444-2741, or write Montana SOICC, P.O. Box 1728, Helena, MT 59624.

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HELENA, MONTANA 59620

## DEMAND REPORT

OCCUPATION TITLE	OES CODE	1990 EMPL	1997 EMPL	ESTIMATED ANNUAL 1990-1997		
				GROW	REPL	OPEN
MUNICIPAL CLERKS	53705	110	112	1	1	2
LEGAL SECRETARIES	55102	725	758	5	21	26
MEDICAL SECRETARIES	55105	265	309	7	8	15
SECRETARIES, EXCEPT LEGAL & MEDICAL	55108	6580	6995	59	192	251
TOTAL		7680	8174	72	222	294

## SUPPLY REPORT

COURSE TITLE	CIP CODE	PUB SEC	HIGH ED 4	HIGH ED 2	JTPA	JOB CORP	PRIV SCH	VOC REHAB	TOTAL
SECRETARIAL & REL PROGR	7.0601	618	0	34	0	0	0	0	652
EXECUTIVE SECRETARIAL	7.0603	0	0	15	1	0	0	0	16
LEGAL SECRETARIAL	7.0604	0	0	52	5	0	10	0	67
MEDICAL SECRETARIAL	7.0605	0	0	66	5	3	101	3	178
SECRETARIAL	7.0606	0	0	27	4	1	0	6	38
SECRETARIAL & REL, OTH	7.0699	0	0	0	0	0	31	0	31
TOTAL		618	0	194	15	4	142	9	982

## ANALYSIS REPORT

JOB TITLE	D.O.T. CODE	DOD	APPR	J.S. APPS	J.S. OPEN	AVG WAGE
ALUMNI SECRETARY	090.117-014	0	0	0	1	
LEGAL SECRETARY	201.362-010	0	0	184	131	\$7.75
MEDICAL SECRETARY	201.362-014	0	0	79	27	\$7.03
MEMBERSHIP SECRETARY	201.362-018	0	0	1	2	\$5.00
SCHOOL SECRETARY	201.362-022	0	0	11	11	
SECRETARY	201.362-030	0	0	865	324	\$6.26
ADMITTING OFFICER	205.137-010	0	0	2	0	
HOSPITAL-ADMITTING CLERK	205.362-018	0	0	20	11	\$6.00
OUTPATIENT-ADMITTING CLERK	205.362-030	0	0	1	2	
MEDICAL-RECORD CLERK	245.362-010	0	0	48	27	\$5.82
WARD CLERK	245.362-014	0	0	22	10	
BLOOD-DONOR-UNIT ASSISTANT	245.367-014	0	0	1	1	
ORDER-CONTROL CLERK, BLOOD BANK	245.367-026	0	0	0	1	
TOTAL		0	0	1234	548	

## Women in the Labor Force

Often we hear the news media mention the increasing number of women that are working. Just how significant is this news?

In 1980, 51% of the women in Montana (16 years and older) participated in the labor force. By 1991 that rate had increased to 61%. This translates to 186,000 women working in Montana, 32,000 more than eleven years ago.

By comparison, the number of men working in Montana in 1980 was 220,000. This number had dropped by 3,000, to 217,000, by 1991. This shows a drop in the participation rate from 78% in 1980 to 75% in 1991.

Where did these 32,000 women find jobs? Most of them found jobs in the service-producing industries in Montana. Service-producing industries have experienced growth in the last eleven years and have traditionally employed more women than men. Service-producing industries include businesses such as eating and drinking establishments, food stores, general merchandise stores, finance, insurance and real estate, hotels, health, education, social services, and government.

Although most women workers in Montana are considered employed full-time, a large percentage (40%) are working on a part-time basis. Part-time is defined as working less than 35 hours per week. On the other hand, only 20% of men work part-time. Interestingly, the vast majority of women working part-time (80%) are voluntarily working less than 35 hours per week and do not wish to move up to full-time employment.

Women have a lower rate of unemployment than men - 6.4% last year compared to 7.4% for men. They also have shorter periods of remaining unemployed than men.

Article by:

Tom Cawley, Labor Market Information, Montana Department of Labor and Industry

## Don't Need It?

Most people dream of sending their children to college. After all, a college degree is associated with increased earnings and increased opportunities. Lately, disturbing news has been making students and parents nervous. Statistics indicate a new reality: more college graduates are competing for fewer jobs. Predictions are that only twenty to thirty percent of new jobs created between now and the year 2005 will require college degrees. This is supported by recent studies (See box below).

Percent of 1985-86 bachelor's degree graduates by major who held jobs in 1987 that they said did not require a 4 year degree.

All graduates	36
Accounting	21
Agriculture	51
Art	62
Biological sciences	49
Business & Management	44
Chemistry	27
Communications	43
Computer & Info sciences	24
Economics	38
Education (excl physical ed)	21
Engineering	13
English	43
History	54
Home economics	49
Mathematics	26
Nursing	39
Physical education	35
Political science	45
Psychology	53
Sociology	52

Source: 1987 Recent College Graduates Survey, U.S. Department of Education

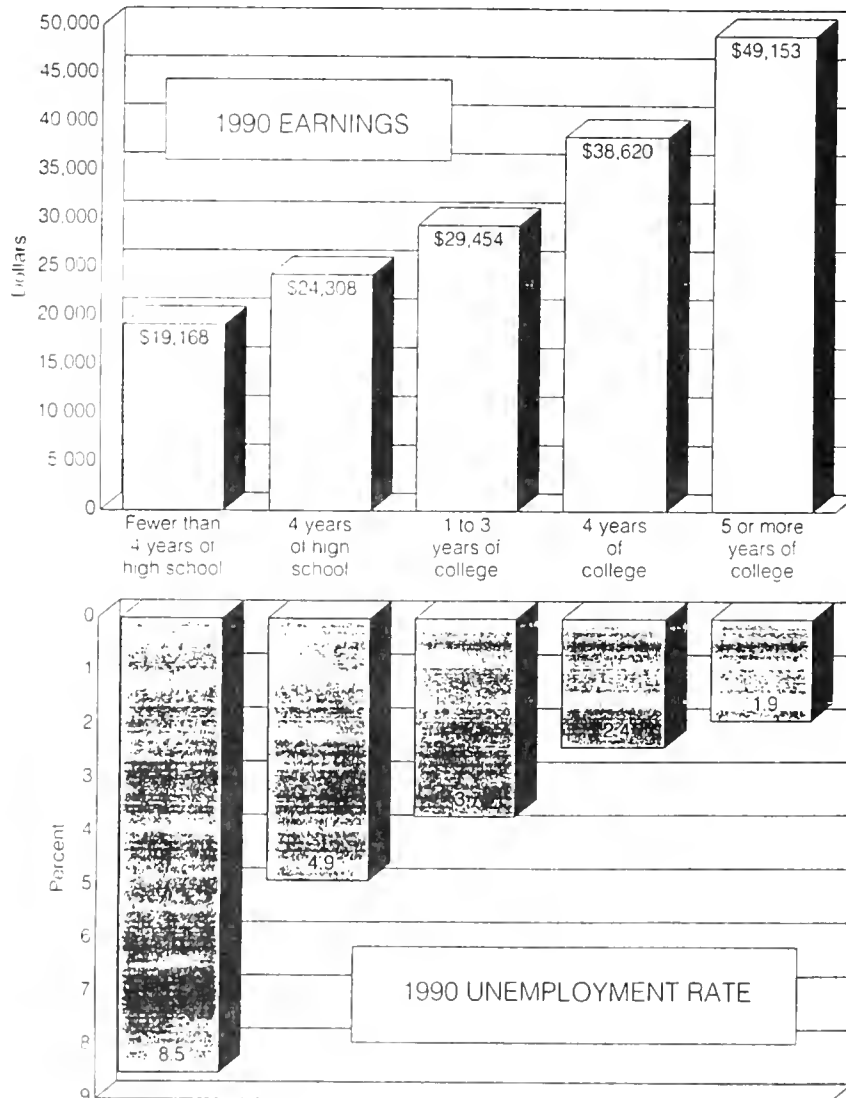
Does this mean good news for the person who has a high school diploma, or less than four years of high school education? No. The number

of workers with 4 years of high school or less increased by 5 percent between 1979 and 1990 while millions of the best paid jobs for those with a high school diploma or less disappeared during the 1980's. For example, jobs for production workers in manufacturing and mining declined by 2.3 million between 1979 and 1990. Also, people with a college degree, or at least some college education, took a growing portion of the remaining jobs.

Does this new data signal an end to this particular American dream? According to Daniel E. Hecker, an economist in the Office of Employment Projections, Bureau of Labor Statistics, not really. After studying the situation

very carefully, Mr. Hecker agrees that the data show that an increasing number of college graduates hold jobs not requiring a degree. Further, little evidence shows that employers are having difficulty finding college graduates. A reasonable conclusion would be that there is no general shortage of graduates. However, it is clear that college graduates are paid a premium for their skills and abilities, regardless of the occupation in which they work. Thus, on average, individuals gain by having a college degree - whether there is a shortage or a surplus.

Source: Daniel E. Hecker, Occupational Outlook Quarterly (Summer 1992)



Available from the  
Montana State Occupational  
Information Coordinating Committee  
P.O. Box 1728  
Helena, MT 59624

Publications: **Montana Supply Demand Report** - Presents a statewide comparison of Montana's supply of workers to the availability of jobs. Includes industry and occupational employment projections (to 1997). Updated yearly.

**Licensed Occupations in Montana** - Provides information about occupations that require licensing. Includes job descriptions along with information about licensing requirements, license renewals, fees involved, and names and addresses and phone numbers of licensing authorities. Updated as needed.

**Montana Apprenticesable Occupations** - Presents information about apprenticeship programs in Montana. Includes length of programs, wages for journeyman workers, qualifications, union affiliations, possible contacts for certain apprenticeships and employment outlook. Updated as needed.

**Montana SOICC Newsletter** - Contains occupational and career information for Montana and the nation. Prepared quarterly.

Software: **Micro Occupational Information System** - Program for stand-alone IBM/IBM compatible PC systems. Presents information available in Montana Supply/Demand Report. Information accessible by related job clusters, occupation title, or reference codes. User can select search conditions to review data (i.e., code numbers, hourly wages, projected employment, job openings, etc.) Updated yearly.

**Training Institution Directory** - Lists schools within Montana. Includes Vo-Tech through University level, and private schools. User can review courses available at schools, schools that offer a selected course, or schools available in a county area. Updated yearly.

BULK RATE  
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Montana SOICC  
P.O. Box 1728  
Helena, MT 59624



Eric Johnson, Editor  
Montana SOICC News  
Volume Ten, Number Two

Robert N. Arnold  
Program Officer  
Montana SOICC

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If you would like to contribute to this newsletter, write to the Montana SOICC at P.O. Box 1728, Helena, MT 59624. The Montana SOICC reserves the right to edit all information submitted.

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If your address has changed please notify us by correcting the address label and returning it to the Montana SOICC.

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600 copies of this newsletter were produced at a cost of \$217.69 which includes \$43.69 for printing and \$174.00 for mailing.





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